

ADMINISTRATIVE — INTERNAL USE ONLY

Approved For Release 2005/03/24 : CIA-RDP80M01133A000700130022-4

9 APR 1974

MEMORANDUM FOR: Executive Dining Room Members

SUBJECT : Changes in the Executive Dining Room  
Operation

1. Several decisions have been reached that directly affect the membership of the Executive Dining Room (EDR).

a. First of all and most expected, prices which have not been raised since January 1972 will be increased to cover current food costs. A listing of new prices is attached. These prices were derived by equating present prices for the same items now sold by Government Services, Incorporated (GSI), in the cafeteria and an overall adjustment for increased costs for other food served in the EDR.

b. Secondly, in order to reduce administrative time for bookkeeping, billing, and financial accounting, EDR accounts will be done on a computer basis by Data, Inc., of Arlington, Virginia. Data, Inc., will do the accounting on an account number basis only and no cover problems are involved.

c. Thirdly, the refundable membership fee will be increased to \$25 for all members, old and new alike. This increase will be reflected in the May 1974 billing to the membership.

d. Fourthly, a new category of membership, associate membership for tray service only, will be established for a very limited number of secretarial and administrative personnel serving in positions where their supervisors' responsibilities and schedules frequently call for these employees to remain at their desks during the lunch period. An associate refundable membership charge will be \$10 and an individual must be nominated by a Deputy Director or Head of an Independent Office for such membership. An individual otherwise qualified for full EDR membership may not be an associate member.

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2. The above changes will go into effect on 29 April 1974, the start of the next EDR billing period. A new EDR membership card and number for your use will be forwarded prior to starting the new system. Since the Data, Inc., system does not accept alphanumeric identification, EDR identifications have been converted to number only accounts. These numbers, designed in sequence so that the computer will reject an incorrect number, must be correctly recorded on each meal ticket. EDR personnel have been directed not to accept an unnumbered or unsigned ticket. As with the prices and other changes, the starting date for the use of the new numbering system is 29 April 1974.

3. EDR members sponsoring guests must use their numbers on guest tickets. If reimbursement is desired, any accounting will be a private matter. Billings will not be prepared for nonmembers except in special circumstances. In such cases, a one-time temporary number may be obtained from the EDR office by calling extension

4. Charges made to imprest funds for meals served in the EDR will be treated in the same manner as guest lunches. Members sponsoring a luncheon in the EDR that is chargeable to an imprest fund must sign and identify the meal tickets by his number and claim reimbursement through normal administrative channels. In essence, the EDR will be treated as any other restaurant. The EDR will provide receipts for meals for those tickets so indicated.

5. The above changes will provide additional income to somewhat offset present losses and eliminate much of the administrative burden now placed on EDR personnel. Through the use of a more efficient bookkeeping system, it is hoped that time will be available to provide better service for the EDR membership. Your assistance and cooperation are requested to ease the burden of instituting these changes.

HAROLD L. BROWMAN  
Deputy Director  
for

Management and Services

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